

**HARVEYS LAKE BOROUGH
LUZERNE COUNTY
REGULAR COUNCIL MEETING
July 15, 2014**

The Regular Meeting of the Harveys Lake Borough Council was held on Tuesday, July 15, 2014 at 7:30 P.M. at the Harveys Lake General Municipal Building, 4875 Memorial Highway, Harveys Lake, PA, 18618.

President Boice called the meeting to order and asked everyone to join her in the Pledge of Allegiance.

President Boice announced the meeting tonight was being tape-recorded and if anyone in the audience had a recorder to please advise Council at this time. No one responded.

Roll call:

Clarence Hogan	Mayor	Present
Michell'e Boice	President	Present
Tom Kehler	Vice President	Present
Daniel F Blaine	Council Member	Present
Bill Hilburt	Council Member	Present
Ed Kelly	Council Member	Present
Carole J. Samson	Council Member	Present
Amy Williams	Council Member	Absent
Thomas O'Connor	Attorney	Present
Susan R. Sutton	Borough Secretary	Present

****Indicates motions made**

****Councilmember Kelly made the motion to waive the reading and accept the Minutes of the June 17, 2014 Public Worksession and Regular Council meeting, and the July 3, 2014 special meeting, seconded by Councilmember Kehler. The motion carried unanimously.**

OPPORTUNITY FOR CITIZENS TO BE HEARD

The floor was opened for Citizens to be heard.

Aileen Dodson asked Council to form a committee to pass a local ordinance so that water would be required for home occupancy. She stated that she has a copy of an ordinance that another community has used. She will provide it to council.

Council stated that a committee has just been appointed to review the possibility of a Property Maintenance Code.

Resident Joe Shelanski complained about his neighbor's tree. Council told him that they are limited in what they can do. He needs to go to the Magistrate. It is a civil matter. Council cannot go on private property or tell a resident what to do. Mr. Shelanski was not happy with the answer.

A resident asked if there was any place to get rid of limbs. There isn't currently. However, if the Borough is allowed to join the COG, we may be able to work out a cooperative deal with them. They already have equipment for this.

Santo Agati wanted to know if anyone had done the research to determine how much money it would cost to update the Villa Roma Pizza and Pasta house to use it for a Borough building. The attorney stated that in the course of negotiations, inspections were made and there are substantial financial needs to bring it up to date. The LSA grant money would be used for the Police Station. The Borough would really like to have some privacy for discussions and meetings. Council can always seek additional funding to bring it up to code. Right now there is no deal. Council member Blaine stated that all of this was taken into account when the offer was made. A lot of research has been done.

Florence Belinski stated again her support of the project and said that fundraisers could be held. She said that this Council they hasn't done anything yet. Councilmember Boice says they have done a lot. She pointed out that they have a full time Police dept., the roads are excellent, and we have a good road department and a good secretary. She is proud of Harveys Lake. Ms. Belinski said this would be special.

The floor was closed.

REPORTS FROM APPOINTED OFFICIALS AND SPECIAL COMMITTEES

The Tax Collector's report was available on the back table.

The Borough Secretary reported that during the month of June the Borough received \$40,297.44 from Berkheimer.

REPORTS FROM APPOINTED OFFICIALS AND SPECIAL COMMITTEES

Finance: Councilmember Blaine gave the report including that total available cash this month is \$581,396.62. Restricted cash is \$133,090.77 for a total of \$714,487.39. He also reported that he is beginning work on the budget. Some of the departments are over, and some are under.

Police: Councilmember Hilburt stated that due to the Chief being away, there is no report this month. However, he did thank Bill Reese for hooking up the generator for the Police Department at no charge to the Borough.

Roads: Councilmember Kelly gave the report including that a lot of work has been done on trees and weeds. The summer kids are working. The Street department and the Fire

Department have been working very hard. There was a need for two new chain saws after this last storm.

Planning and Zoning: Councilmember Kehler gave the zoning officers report including 136 resident visits. She issued 10 permits, 1 job johnny permit, and 2 hearings before the Zoning Hearing Board. The monthly fees were \$4417 for a yearly total of \$21,455.50. She received 16 complaints with 10 being fixed. She drove around the Lake. Also, Council has started a committee to research the Property Maintenance Code starting this month.

GMAHL: It was reported that everything is fine. During the storms they were able to keep everything moving.

Environmental Advisory Committee: It was reported that EAC was meeting when the storms hit. They cut short the meeting. The Well Water testing this year was postponed by a week. Also, the Floating Wetland Islands are installed.

Harveys Lake Rec. Committee: The annual Homecoming weekend will be held on August 1st, 2nd and 3rd. The yard sales will be all weekend, the dance Friday night, Kid's day on Saturday, Car Show Saturday and the Vendors Saturday and Sunday with the Parade and Chicken Barbeque on Sunday.

****Councilmember Kelly made the motion to accept the reports from Special Committees, Elected Officials and Appointed Officials, seconded by Councilmember Samson. The motion carried unanimously.**

NEW BUSINESS

Solicitor O'Connor stated that Council already approved the use of the PCards through PLGIT. However, they sent a Resolution that they need to have passed. It was read into the record:

RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Harveys Lake Borough has authority to authorize the purchase of goods and services by use of Procurement Cards; and

WHEREAS, PFM Financial Services LLC ("PFM") has agreed to administer, on behalf of participating local governments and schools in the State of Pennsylvania, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the district, by Bank of Montreal, a Canadian chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

WHEREAS, it is the desire of the Harveys Lake Borough to enable each authorized individual employee to procure authorized supplies and other products for Harveys Lake Borough

purposes in order to facilitate creative pedagogical and governmental processes and efficient Harveys Lake Borough operations; and

WHEREAS, it is the desire of the Harveys Lake Borough to reduce the economic burden on the resources of the Harveys Lake Borough by increasing efficiency and reducing the administrative costs of the Harveys Lake Borough and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Pennsylvania Statutes; and

WHEREAS, the Harveys Lake Borough recognizes that the Procurement Card is neither a substitute for public bidding nor the Harveys Lake Borough's existing procurement program, and that the Procurement Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Harveys Lake Borough recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

NOW, THEREFORE, BE IT RESOLVED by the Harveys Lake Borough Commonwealth of Pennsylvania, as follows:

1. The President and Secretary are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of the Harveys Lake Borough under such terms and conditions as approved by its legal counsel and the Harveys Lake Borough
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.
3. As a condition precedent to receiving the Procurement Card, the Council shall establish a monetary limit of authority for each employee's use of the Procurement Card.
4. As a condition precedent to issuance of a Procurement Card, Council shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of Harveys Lake Borough goods and services to be annually purchased with the card, which shall be approved in writing by the Council.
5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.
6. The Council of Harveys Lake Borough hereby expressly authorizes the President and Secretary to execute the Procurement Card Use Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Council.

8. The Council shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized of Harveys Lake Borough business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to the Council of Harveys Lake Borough at least annually for its review and input.
9. If the Council of Harveys Lake Borough has indicated to PFM that the account to be debited in connection with of Harveys Lake Borough's use of the Procurement Cards will be an account of Harveys Lake Borough with the Pennsylvania Local Government Investment Trust. Harveys Lake Borough will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by Harveys Lake Borough to debit such account and make payment to Bank of Montreal in connection with Harveys Lake Borough's use of the Procurement Cards.

****Councilmember Blaine made a motion to approve the PLGIT resolution authorizing issuance of individual procurement cards, seconded by Councilmember Samson. The motion carried unanimously.**

****Councilmember Hilburt made a motion to advertise the amended Police Pension Plan Contract to meet the federal guidelines, seconded by Councilmember Samson, The motion carried unanimously.**

****Councilmember Kelly made a motion to authorize the advertisement of the ordinance amending the size of the Planning Commission from 3 members to 5 members, seconded by Councilmember Blaine. The motion carried unanimously.**

OLD BUSINESS

President Boice asked if there was anyone with old business to discuss.

Councilmember Blaine stated that the Borough Council has done a lot of things in the recent months. Since July they have purchased a new police car, upgraded the Borough Garage with new lighting which has been a substantial savings to the Borough. We have applied to the Council of Governments and streamlined payroll and the financials. There is a lot going on behind the scenes spending time because they are just doing them. They have dealt with the dam issue. We are moving towards direct deposit. President Boice agreed that this council has been working hard.

****Councilmember Kelly made a motion to pay the Bills and Payroll in the amount of \$108,787.65, seconded by Councilmember Hilburt. The motion carried unanimously.**

****Councilmember Kelly made a motion to adjourn, seconded by Councilmember Kehler. The motion carried unanimously.**

The meeting adjourned at 8:38 pm

Respectfully submitted by Susan R. Sutton, Borough Secretary